

**Roles and Responsibilities of the Agency** – the agency administration and board are expected to:

- A. Support sound, ethical social work practice, professional education, and appropriate student instruction;
- B. Provide a qualified staff member to instruct the student and reduce the workload of that staff member as necessary to instruct, attend School functions, and meet with Field Advisors;
- C. Control student workload so as to permit concentration on individual learning and to facilitate receipt of maximum help from the Field Instructor;
- D. Accept students as developing professionals and neither exploit them to meet staff needs nor hold back appropriate assignments because of their student status;
- E. Provide adequate space and supplies for students;
- F. Make assignments that:
  - 1. Are appropriate to the student's concentration, field of practice, interests, goals and level of performance;
  - 2. Provide sufficient balance of short-term and long-term assignments;
  - 3. Offer opportunities to begin and complete the helping process;
  - 4. Contain sufficient variety of experiences to allow some breadth of learning;
  - 5. Provide opportunities for students to work with disadvantaged, vulnerable, and oppressed individuals, family, or communities; and,
  - 6. Provide placement sites without regard to race, ethnicity, gender, sexual orientation or disability.

**Continuity of Field Placement Agencies/Organizations**

- A. The Field Advisor will report annually to the Field Director regarding the agency's/organization's continued ability to meet these qualifications.
- B. Agencies/organizations will continue to serve as field placement sites unless they request termination or the Field Director and Field Advisor agree that they are no longer meeting criteria.

**Roles and Responsibilities of the Field Instructor (on or off-site), Task supervisor (if applicable), Field Advisor, and student**, in placement are outlined below to insure that standards are maintained:

- A. Field Instructor
  - 1. In consultation with the Task Supervisor (if applicable), identifies and/or designs learning assignments for the student;
  - 2. Reviews, modifies (as needed), and signs the student's learning agreement.
  - 3. Meets with the student at least one hour per week for supervision to help him/her relate assignments and theory to social work practice and to discuss other social work issues;
  - 4. Maintains contact with and meets with Task Supervisor (if applicable) and Field Advisor to monitor progress; and
  - 5. Writes student's performance evaluation in collaboration with the Task Supervisor (if applicable).
- B. Task Supervisor (if applicable)

1. Provides student with a general orientation to the field agency;
2. In consultation with the Field Instructor, identifies and/or designs learning assignments for the student.
3. Reviews, modifies (as needed), and signs the student's learning agreement;
4. Provides daily supervision to the student concerning field assignments and concerning his/her performance in the field;
5. Schedules weekly supervisory conferences with the student to provide assistance in planning, managing and completing field assignments.
6. Maintains contact with and meets with the Field Instructor and Field Advisor to monitor student progress; and
7. Consults with the student and Field Instructor in writing the student's performance evaluation.